

Somerville Retirement Board (SRB)

Deputy Director

The Deputy Director reports to the Executive Director and will support and assist the Executive Director in the daily operation of the Somerville Retirement Office and will perform the duties of the Executive Director in his absence. The Deputy Director must maintain a thorough knowledge of Massachusetts General Law Chapter 32, current regulations of PERAC, SRB Supplemental Regulations and Policies & Procedures.

The Deputy Director provides service to all members, retirees and survivors while also managing and performing the day to day accounting and finance functions.

Essential Duties:

- Responsible for processing the monthly **Retiree payroll** and Warrant utilizing Pension Technology Group (PTG) software.
- Responsible for managing the automated general ledger for all accounts. Manage and process all accounting records.
- Responsible for managing monthly and year-end closings to allow for accurate and timely reporting to PERAC.
- Responsible for the supervision, preparation, and payment of the Retirement Board monthly expense/disbursement Warrant.
- Responsible for managing the research and computation of buyback/make-up calculations.
- Responsible for **counseling** retirement system members explaining retirement benefits and the application process.
- Prepare, review, process and issue retirement estimates.
- Supervise, prepare and process submission of **all final retirement calculations** and documentation to PERAC.
- Respond to and satisfy member inquiries exercising exceptional customer service skills.
- Supervise and process all member transfers, refunds and rollovers.
- Responsible for the comprehensive management, preparation and review of the **Annual Statement** to PERAC.
- Prepare, process and issue all annual 3(8)(c) invoices.
- Responsible for comprehensively managing the timely and accurate processing, review and issuing of annual retiree **1099-R** forms.
- Responsible for managing the timely coordination and completion of 3 bank account reconciliations with the City Treasurer.
- Responsible for supervising the import of all member retirement payroll deductions/contributions.

Required Qualifications:

Possess very strong accounting and financial reporting skills, analytical and problem solving skills, excellent customer service and oral and written communication skills.

Education and Experience:

A qualified candidate must possess a Bachelor's degree in accounting or business related discipline from an accredited college or university plus a minimum of 5 years of related experience within a MA Chapter 32 public retirement system. Strong knowledge of and working experience with MA G. L. Chapter 32, PERAC regulations, PTG software, principles of accounting and practices and investments and finance.

Must possess proficient Personal Computer skills: Microsoft Office Excel & Word; Pension Technology Group (PTG) software.

The complete job description can be viewed at: www.somervillema.gov/SRBDeputy

Very competitive market salary; Salary Commensurate with experience.

Office Hours: Monday through Thursday 8:30 AM to 5:00 PM and Friday 8:30 AM to 1:30 PM.

This position will remain open until a qualified applicant is obtained.

Please submit a cover letter and resume to:

Michael Pasquariello
Executive Director
Somerville Retirement Board
323 Broadway
Somerville, MA 02145

Or via e-mail at: mpasquariello@somervillema.gov

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